

# Blanket Travel Expense Report Checklist

A monthly **Blanket Travel Expense Report** will be required if the traveler goes on a business trip in California, within a fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>).

Blanket Travel expenses will only apply to parking and mileage.

## Checklist

- ☐ **Attach Approved Paper Blanket Travel Request (if applicable)**
- ☐ **Concur Blanket Travel Request is linked to the Expense Report (if applicable)**
- ☐ **Month Report Start / End dates is up-to-date to match the month being submitted**
- ☐ **Reviewed Report Header**
  - Appropriate options were selected on the following fields:
    - Policy— selected *State Blanket Travel*
    - Blanket Travel Month/Year— correct naming convention
      - Blanket Travel [Month] [Year]
      - Example: Blanket Travel APR 2019
    - Month Start Date— selected *first day of the month*
    - Month End Date— selected *last day of the month*
    - Trip Type— selected *In-State*
    - Additional Cities Traveled To
    - Report/Trip Purpose— selected *Blanket Travel (Mileage and Parking)*
    - Event Name/Business Purpose
    - Mailing Address Current?
    - Comment— included comments about no registration fee for workshops/conferences, or paper Blanket TR# (*if applicable*)
    - Division
    - Department ID
    - Fund
- ☐ **Attached Receipts on certain expenses— required receipts attached**

## ☐ Reviewed Expenses

- Travel expense amount was selected appropriately and within the departments budget

## **Ensure these travel expenses have been added (if applicable to the traveler's trip) and reviewed:**

### ☐ Personal Car Mileage

- Make sure the mileage is within the distance allowed
- Make sure to enter in departure time and return time

### ☐ Parking Fee

## **Need more help?**



Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu) or at 657-278-3600.